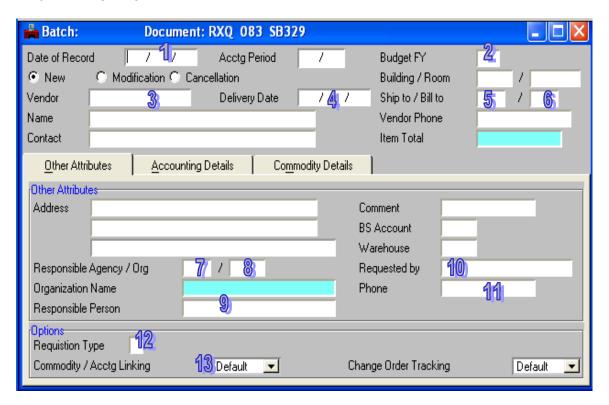
# Work Flow Requisition (RXQ) Cheat Sheet

#### **Header and Other Attributes View**

<u>NOTE</u>: Before entering information in your document, be sure to write down your Requisition (RXQ) number.



#### Header

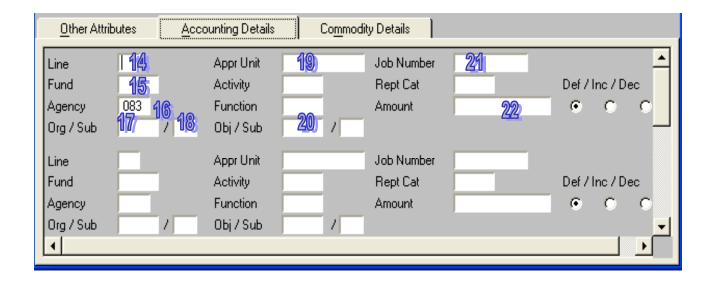
- 1. **Date of Record** Enter today's date
- 2. **Budget FY** Enter the two digit fiscal year
- 3. **Vendor** Enter a suggested vendor code or select the <sup>?</sup>, icon to search the vendor table for the vendor (optional)
- 4. **Delivery Date** Enter a future date for delivery
- 5. **Ship To** Enter the ship to number for items to be delivered (after entering the number use the to verify the right shipment address)
- 6. **Bill To** Enter 379 (invoices go to Purchasing)

#### Other Attributes

- 7. **Responsible Agency** Enter your three-digit agency number
- 8. **Org** Enter your four-digit organization number
- 9. **Responsible Person** Enter the person approving purchase
- 10. **Requested by** Enter contact person
- 11. **Phone** Enter the Requested by person's phone number

- 12. **Requisition Type** Use the **12** to choose the approval type of requisition:
  - **Type A** Requires approval from DoIT and Budget
  - **Type B** Requires approval from Budget only
  - **Type D** Requires approval from DoIT and Purchasing
  - **Type N** Requires no outside agency approval
  - **Type X** Confirming requisition
- 13. **Commodity / Acctg Linking** Leave as default; or change to No if the charge is coming out of more than one account line

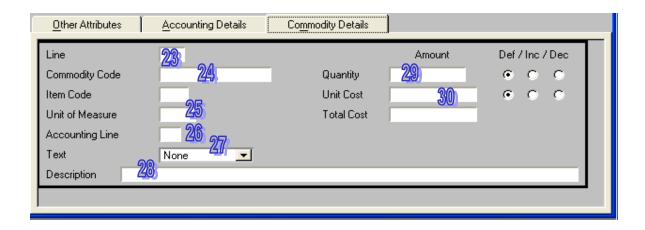
## **Accounting Details View**



# Accounting Details

- 14. **Line** Enter a two digit number, beginning with 01
- 15. **Fund** Enter a three-digit fund number (you must tab out of this field)
- 16. **Agency** Defaults to the agency number from the document id; change if using a different agency number
- 17. **Org** Enter your four-digit organization number
- 18. **Sub** Enter your two-digit sub organization, if applicable
- 19. **Appr Unit** Enter the six-digit appropriation unit (you must tab out of this field)
- 20. **Obj** Enter the four-digit expenditure object code
- 21. **Job Number** Enter the job number, if applicable
- 22. **Amount** Enter the amount for this account coding

### **Commodity Details View**



### **Commodity Details**

- 23. **Line** Enter a three-digit number, beginning with 001
- 24. **Commodity Code** Enter a five-digit commodity code number; use a five-digit number with an "FA" extension for equipment items
- 25. **Unit of Measure** Enter ordering measurement, i.e. each, box, pkg, etc.
- 26. **Accounting Line** Enter account line reference from the Accounting Details view; leave blank if the charge is coming out of more than one account line
- 27. **Text** Change to custom when adding additional description information (up to 99 lines)
- 28. **Description** Enter the description information (60 characters, then go into the additional description)

**Note:** Please see RXQ Manual for adding Object Attachments or Comments to a requisition document.

Remember ~ Approvals must be applied in order, Level 2 first and then Level 3. Otherwise the system will not route the document properly.